Meeting 4(1pm-2:35)

* Discussed what was required in assignment(1-1:30)
* Outlined the various jobs(1:45)

JOB POSTINGS:

Introduction ( Document)

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This person will answer the following questions, what is the project overview? what are the project deliverables, what are the reference materials, what are the definitions and acronyms.

Technical Process ( Document)

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This person will answer the questions of what are the methods, tools and techniques being used in Sue's project, include the software documentation, what are the project support functions?

WBS + Schedule ( Document)

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This person will work closely with the WBS (Chart) person. The job of this person is to help brainstorm and create a rough idea of what the WBS will be and how it will look like, and then they will create a WBS dictionary by describing the components being used in the chart itself. This person will also talk about the dependencies and resource requirements.

WBS+Chart ( Chart making)

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This person will be working closely with the WBS (doc) person. It is this person's job to create a WBS and schedule in MS project after doing a brainstorming session with the WBS(doc) person, after they put together what needs to be included)

* Divided work amongst members(1:45-2)
  + Nathan:
    - Project Overview
    - Project Deliverables
    - Reference Material
    - definitions and acronyms
    - Project Support Function
  + Brandon:
    - Methods, Tools and Techniques
    - Software Documentation
  + Lauren:
    - Milestone selection
    - Time Selection
    - Dictionary
    - Dependencies
  + Jen:
    - Milestone selection
    - Time Selection
    - WBS / Gantt creation
* Created internal deadline of Oct 11(2:30)
* Next meeting Monday Oct12(2:35)